



सॉफ्टवेयर टेक्नोलॉजी पार्क्स ऑफ इंडिया
(इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी मंत्रालय, भारत सरकार, के अन्तर्गत स्वायत्त सोसायटी)

Software Technology Parks of India

(An Autonomous Society under Ministry of Electronics & Information Technology, Govt. of India)

प्लेट-बी, प्रथम तल, ऑफिस ब्लॉक-1, पूर्वी किदवई नगर, नई दिल्ली-110 023

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URL: <http://www.stpi.in>

Employment Notice No. 2(1)/STPI-HQ/2020-21

Software Technology Parks of India (STPI) is providing Statutory Services to the exporters under STP/EHTP scheme and also extending infrastructural facilities including High Speed Internet and IPLC links. STPI at present has 59 centers at different locations in the country.

Applications are invited from the eligible candidates for filling up the Group 'A' Non S&T vacancies as given below. The vacancies are proposed to be filled-up by Transfer (absorption)/Direct Recruitment basis. Appointment made on Direct Recruitment basis shall be on contract basis for a period of three years which is likely to be regularized/extended/terminated depending upon the performance of the candidate during contract service.

Post Code	:	F-7	
Name of the post	:	Sr. Finance Officer (A-VII)	
Pay Level	:	Level 11 (Rs. 67700-208700)	
Age Limit (Max.)	:	For appointment on Transfer (absorption) basis	56 years
	:	For appointment on Direct Recruitment basis	45 years (Relaxation as per Govt. of India norms)
No. of post	:	01 (UR)	

Essential Qualifications and Experience:

For Direct Recruits:

Graduate in Commerce from recognized University with **eleven** years experience in the field of commerce/finance/accounts. **OR** Post Graduate in Commerce from a recognized University with **nine** years experience in the field commerce/finance/accounts. **OR** CA/ICWA/ SAS(AAAD/ICAD)/ MBA with specialization in Finance from recognized Institution/ University followed by B.Com with **six** years experience in the field of commerce/finance/accounts.

For Transfer (absorption):

In case of Transfer (absorption), officers of the Central/State Govt./PSUs/ Autonomous Bodies.

- (i) holding analogous post on regular basis. **OR** having Five (5) years regular service in Level 10 (Rs. 56100-208700)/ Level 9 (Rs. 53100-167800) and having experience in the area of commerce, finance and accounts.
(ii) possessing qualification as prescribed for Direct Recruitment.

Post Code	:	F-6	
Name of the post	:	Finance Officer (A-VI)	
Pay Level	:	Level 10 (Rs. 56100-177500)	
Age Limit (Max.)	:	For appointment on Transfer (absorption) basis	56 years
	:	For appointment on Direct Recruitment basis	42 years (Relaxation as per Govt. of India norms)
No. of post	:	01 (UR)	

Essential Qualifications and Experience:

For Direct Recruits:

Graduate in Commerce from recognized University with **eight** years experience in the field of commerce/finance/accounts. **OR** Post Graduate in Commerce from a recognized University with **six** years experience in the field commerce/finance/accounts. **OR** CA/ICWA/ SAS(AAAD/ICAD)/ MBA with specialization in Finance from recognized Institution/ University followed by B.Com with **four** years experience in the field of commerce/finance/accounts.

For Transfer (absorption):

In case of Transfer (absorption), officers of the Central/State Govt./PSUs/ Autonomous Bodies.

- (i) holding analogous post on regular basis. **OR** having **Two/ Three** years regular service in Level 8 (Rs. 47600-151100)/ Level-7 (Rs. 44900-142400) respectively and having experience in the area of commerce, finance and accounts.
(ii) possessing qualification as prescribed for Direct Recruitment.

How to apply:

Candidates meeting the above eligibility requirements may fill up the application online available at website www.stpi.in. Applicants are required to take the printout of the filled in Application Form and signed it and send the same alongwith duly attested copies of certificates (uploaded on the website) relating to qualification(s), date of birth, experience certificate(s), caste certificate etc. by the last date of receipt of application to the **CAO-cum-Registrar, Software Technology Parks of India, Plate-B, 1st Floor, Office Block-1, East Kidwai Nagar, New Delhi-110023**. The eligibility of the candidates in terms of educational qualifications, experience, age etc. will be determined on the information furnished by the candidate on the closing date for receipt of applications. No adding information shall be entertained after the closing date of receipt of applications. Application should be submitted online in the prescribed format. Candidates willing to apply for more than one post should submit SEPARATE applications with requisite fee. Name of the post applied for should invariably be mentioned on the top of the envelope containing application form. Application received after due date will not be entertained. STPI shall not be responsible for any postal delay.

Persons working in Central/ State Government/PSUs/Autonomous organizations may send their applications through proper channel. It is also requested that advance action may be taken to keep the ACRs for last 5 years, of those candidates ready alongwith their latest vigilance profile [(i) penalty imposed, if any during the last 10 years (ii) details disciplinary action initiated/ being initiated if any etc.] to be furnished as and when the selection meeting is scheduled. However, a copy of the application may send in advance for consideration.

Application Fee: Candidate has to pay an application fee of Rs. 500/- (Rupees five hundred only) per application through NEFT/RTGS to the following Bank Account of this office directly:

Bank Name	Canara Bank, Delhi Parliament Street Branch, New Delhi 110001	Saving A/C Number	1098101101244
Beneficiary Name	Software Technology Parks of India, New Delhi	IFSC code	CNRB0001098

OR Digital Payment through UPI (Unified Payments Interface) and BHIM (Bharat Interface for Money). UPI ID-"stpi@upi" and QR code for UPI payments to Software Technology Parks of India is available at www.stpi.in.

OR By Demand Draft/Indian Postal Order (IPO) having minimum three months validity in favour of 'Software Technology Parks of India', payable at New Delhi.

Candidates are advised to mention the Unique Transaction Reference (UTR) number/Transaction ID in the online application wherever sought. No fee is required to be paid by candidates belonging to SC/ST/PH category. Female candidates are also exempted from payment of fee. **Fee once paid shall not be refunded.**

Selection process:

Received application by the last date of receipt of application shall be screened and screened-in candidate shall be called for Personal Interview. Candidate recommended by the Selection Committee shall offered appointment.

Last Date of receipt of applications: Within **45 days** of the publication of this advertisement in the Employment News, Times of India, Hindustan & Dainik Jagran published on 03.10.2020. 10 days extra period shall be given in respect of applications received from the candidates residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Union Territory of Ladakh, Lahaul and Spiti District and Pangri Sub Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep.

Opening Date for Submission of Online Application : **03.10.2020**
Closing Date of Receipt of Online Application : **02.11.2020**
Closing Date of Receipt of duly signed-in Application : **16.11.2020**
Closing Date of Receipt of duly signed-in Application : **26.11.2020**
from the remote area as mentioned above

(CAO-cum-Registrar)

General Terms & Conditions:

1. Persons working in Central/ State Government/PSUs/Autonomous organizations may send their applications through proper channel alongwith the ACRs/APARs for the last 5 years and their latest vigilance profile [(i) penalty imposed, if any during the last 10 years (ii) details disciplinary action initiated/ being initiated if any etc.]. However, a copy of the application may send in advance for consideration.
2. Appointment made on Direct Recruitment basis shall be on contract basis for a period of three years which is likely to be regularized/ extended/ terminated depending upon the performance of the candidate during contract service. Immediate Absorption rule shall be applicable as per Govt. extant rules.
3. Candidates those who have applied on Transfer (Absorption) basis are requested to forward the necessary documents alongwith document certifying the date of appointment in the present grade and also certificate of equivalency of IDA pay-scale with CDA pay-scale (If applicable).
4. Mere fulfillment of qualifications and experience requirements does not entitle candidates to be called for interview.
5. Age shall be reckoned as on last date of receipt of application. Last of reckoning of age shall not be extended in view of extension of extra period of 10 days for submission of application given to applicant residing in remote areas. The upper age limit in respect of candidates working in Govt./STPI on regular basis or candidates belonging to Scheduled Castes, Scheduled Tribes, Other Backward Classes and persons with disabilities shall be relaxable as per prevailing instructions. Relaxation in the upper age limit shall also be provided to the contract employee engaged by STPI on consolidated monthly remuneration equivalent to the period of their continuous service performed in STPI, which shall not exceed five years.
6. The eligibility of the candidates in terms of educational qualifications, experience, age etc. will be determined on the information furnished by the candidate on the closing date for receipt of applications. No adding information shall be entertained after the closing date of receipt of applications. Incomplete/unsigned applications will not be entertained and the application form without the copies of requisite certificates will be rejected.
7. Number of posts may vary. STPI reserves the right not to fill up any of posts, if it so decides. STPI reserves the right to operate the post(s) of higher grade in the lower grade and to offer the appointment to the candidate in lower grade, in case the Selection Committee recommends.
8. Management reserves the right to fix the criteria for short listing the candidates to be called for interview.
9. In case any candidate found ineligible on any ground even after his appointment, his service will be terminated immediately without assigning any reason thereof. Candidates are warned that they should not furnish any false/misleading information/document or submit any document which is defective or fabricated or otherwise commit any act of misconduct in submitting the application form or during the course of recruitment. In case any such case is detected by STPI at any stage, during or after recruitment OR in case any candidate found ineligible on any ground, appropriate action shall be taken against the candidate. Any litigation will be subject to the jurisdiction of Delhi courts.
10. No correspondence will be entertained from the candidates in connection with the process of selection/test/interview/appointment. Canvassing in any form or bringing other influence shall make the candidature liable for rejection.
11. Selected candidate shall be liable for posted at any centre of STPI.

(CAO-cum-Registrar)